12 January 1956 STATINTL

MEMORANDUM FOR: Mr. Lloyd

SUBJECT: Cafeteria Questionnaire

Per your request, here is a brief history of the cafeteria questionnaire:

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1. █████████████ of our Employee Services Branch was designated to conduct
STATINTL   a study of cafeteria facilities in our new building at the request of
    ███████████ of the Building Planning Staff following discussions with
    the three Building Liaison Officers ██████████████████████.STATINTL
    She was asked to make recommendations as to the daily periods during
    which meals should be served, how many meals would be required, what
    types of facilities and service should be available, etc.

2. Since data based on use of our present facilities would not necessarily
    be applicable in some other location, the questionnaire technique was
    selected as the best means of getting an expression from employees as
    to what would be required from their individual points of view and
    preferences. An "All Employee" distribution was favored over a sampling
    technique because of the difficulty of selecting a representative sample.

3. The use of the questionnaire technique and a proposed draft were dis-
    cussed with the three Building Liaison Officers and with ████████STATINTL
    of the Building Planning Staff by ████████ She understands that STATINTL
STATINTL   ███████████ checked it out with Col. White and that he added the query
    as to number of days absent from headquarters.

4. After pretesting and revision, the questionnaire was again cleared with
    the Building Liaison Officers and was the subject of a fairly long dis-
STATINTL   cussion with ██████████████████ and other members of the
    Building Planning Staff. It was then forwarded to the Regulations
    Control Staff over the signature of the Director of Personnel.

STATINTL 5. Incidentally, you may want to know that we are not relying on the
    questionnaire alone--███████████ has already had some discussion with
STATINTL   ██████████ and representatives of the DD/I's office. The final pro-
    posal should be a pretty thoroughly considered one.

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